

Employee Leave Encashment Calculation Voucher

Voucher No: LE-2024-0023

Date: 2024-06-15

Employee Name: John Doe

Employee ID: EMP-0158

Department: Finance

Designation: Senior Accountant

Leave Encashment Details

Total Leave Balance	36 Days
Leave Eligible for Encashment	30 Days
Basic Salary (per month)	\$2,500
Applicable Salary Per Day	$\$2,500 \div 30 = \83.33
Encashment Days	30 Days
Encashment Amount	$30 \times \$83.33 = \$2,499.90$
Less: Tax Deducted (10%)	\$249.99
Net Payable Amount	\$2,249.91

Payment Details

Payment Mode	Bank Transfer
Bank Name	ABC Bank
Account Number	XXXX-XXXX-1234
Payment Date	2024-06-20

Employee's Signature

Date: _____

HR/Finance Approval

Date: _____

Authorized Signatory

Date: _____

Important Notes

- This voucher is subject to company leave encashment policy.
- The encashment amount is calculated only for approved and eligible leave days.
- Applicable taxes have been deducted as per prevailing laws.
- Leave balance and salary details should be verified before processing payment.
- This document must be signed by the employee and authorized personnel.

